



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: LEISURE SERVICES ASSISTANT (Provisional* Appointment)

SALARY: \$22,861 - \$29,402 annually

DEPARTMENT: Monroe Community Hospital

JOB SUMMARY:

This is a para-professional position at Monroe Community Hospital responsible for implementing recreational and leisure activities for residents of the facility. The employee reports directly to and works under the general supervision of the Director of Resident Programs and Lifestyle Service. Supervision of others is not a responsibility of this class. Does related work as required.

IN ORDER TO PERFORM THE DUTIES OF THIS POSITION, AN APPLICANT SHOULD BE ABLE TO:

- Implement recreational and leisure activities to groups and individuals;
- Work with a diverse population;
- Prepare statistical reports;
- Establish and maintain effective working relationships;
- Operate a motor vehicle/van;
- Follow directions; be resourceful;
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree in Psychology, Recreation, Physical Education, Human Services**, Music Therapy, Art Therapy or Dance Therapy; OR,
- (B) Two (2) years of full-time or its part-time equivalent experience providing recreational activities, physical education, or art, dance or music therapy; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**For the purposes of these minimum qualifications, Human Services includes, but is not limited to Social Work, Social Welfare, Counseling, Educational Psychology.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

THE FOLLOWING FACTOR WILL ALSO BE CONSIDERED:

Work Record and Attendance

NOTE: Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: April 24, 2014

Posting Deadline: May 6, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.